

EMPLOYEE CLASSIFICATION AND WAGE APPEAL

III Date_____

Has there been an informal attempt to resolve the appeal in question?

Discuss the reason for this appeal and possible solutions to the problem.*

Continuance of the appeal; Submission to Department head/designee:

Date:

Findings of the department head/designee: Date appeal returned to Employee:_____

Signature:_____

**STEP
II**

Continuance of appeal, Submission to Department of Administration, Personnel Division

Date Received:_____

Findings of Personnel Division*

Date appeal returned to Employee:_____

Signature:_____

**STEP
III**

Continuance of appeal, submission to Board of Personnel Appeals for final resolution

Date Received:_____

Findings and decision of the Board of Personnel Appeals:*
(additional comments will be attached)

Date appeal returned to Employee:_____

**If there are any questions concerning appeal procedure, contact the Board of Personnel Appeals,
PO Box 6518, Helena, MT 59604-6518, Telephone: (406)444-2718**